

## Application to Use the Brenda Merrill Meeting Room

Our meeting room is provided at no charge for library sponsored programs which meet the library's civic, informational, cultural, educational and recreational service goals. The room is made available when not in use for library programs, under the following rules:

1. The meeting room is available free of charge Monday through Friday from 8am to 10 pm and Saturday from 9 am to 5 pm. Maximum seating capacity is 60 persons.
2. We ask for the application 3 weeks in advance of the meeting date. The library Director will confirm the reservation.
3. Repeating meetings will be subject to re-scheduling if they conflict with library programming.
4. The meeting room will not be available for any "for profit" individual or organization.
5. The meeting room may not be reserved exclusively for exhibition, meetings, or display for more than one full day.
6. In all events the meeting room must be left in its original condition. Simple refreshments may be served provided users bring their own supplies and utensils.
7. Groups will be charged for all damages and cleanup beyond normal use of the furniture and equipment.
8. The library reserves the right to discontinue use of the meeting room/s by any individual or group which disturbs the usual operation and/or proceedings of the library, or in any manner does not comply with the requirements stated in this policy/application.
9. Any children accompanying an adult to a meeting room function must be supervised by an adult anywhere on the premises at all times.
10. Smoking is prohibited by State Law.

Approved by the Library Board of Trustees

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### APPLICATION

Name of Group/Organization: \_\_\_\_\_

Contact/Representative: \_\_\_\_\_

Address of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Times: \_\_\_\_\_ AM/PM until \_\_\_\_\_ AM/PM

Room Setup (SEE OVER, CIRCLE ONE): 1      2      3      4      5      6      7

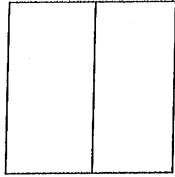
Number of Tables \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

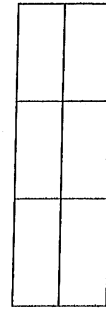
Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## Brenda Merrill Meeting Room Setup

1. Normal Conference style room setup: 2 tables with 10 chairs



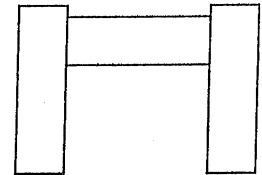
2. Conference style for \_\_\_\_\_ people



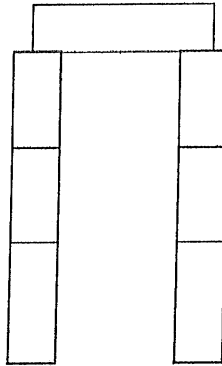
3. Theater style (1 table in front for speaker)

Number of chairs facing front: \_\_\_\_\_

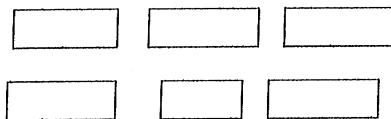
4. Hollow "U" for 22-40 people



5. Hollow "U" for up to 50 people



6. Workshop style: tables with chairs facing forward for \_\_\_\_\_ participants



7. Special- Please describe below: